FORM 169.

WAR DEPARTMENT, SURGEON GENERAL'S OFFICE.

(Revised Oct. 9, 1911.)

CIRCULAR OF INFORMATION CONCERNING THE ARMY NURSE CORPS, AND REGULATIONS GOVERNING ADMISSION TO THE SAME.

Extract from the act of February 2, 1901:

SEC. 19. That the Nurse Corps (female) shall consist of one superintendent, to be appointed by the Secretary of War, who shall be a graduate of a hospital training school having a course of instruction of not less than two years, whose term of office may be terminated at his discretion, whose compensation shall be one thousand eight hundred dollars per annum, and of as many chief nurses, nurses, and reserve nurses as may be needed. Reserve nurses may be assigned to active duty when the emergency of the service demands, but shall receive no compensation except when on such duty: *Provided*, That all nurses in the Nurse Corps shall be appointed or removed by the Surgeon General, with the approval of the Secretary of War; that they shall be graduates of hospital training schools, and shall have passed a satisfactory professional, moral, mental, and physical examination: *And provided*, That the superintendent and nurses shall receive transportation and necessary expenses when traveling under orders; that the pay and allowances of nurses, and of reserve nurses when on active service, shall be forty dollars per month when on duty in the United States and fifty dollars per month when on duty without the limits of the United States. They shall be entitled to quarters, subsistence, and medical attendance during illness, and they may be granted leaves of absence for thirty days, with pay, for each calendar year; and when serving as chief nurses their pay may be increased by authority of the Secretary of War, such increase not to exceed twenty-five dollars per month. Payments to the Nurse Corps shall be made by the Pay Department.

The foregoing was modified by the terms of the act of March 23, 1910, as follows:

The superintendent and members of the Female Nurse Corps shall hereafter be paid at the following rates: Superintendent Nurse Corps, one

thousand eight hundred dollars per annum; female nurses, fifty dollars per month for the first period of three years' service; fifty-five dollars per month for the second period of three years' service; sixty dollars per month for the third period of three years' service; and sixty-five dollars per month after nine years' service in said Nurse Corps; and all female nurses shall hereafter be entitled, in addition to the rates of pay as herein provided, to ten dollars per month when serving beyond the limits of the States comprising the Union and the Territories of the United States contiguous thereto (excepting Porto Rico and Hawaii), and to cumulative leave of absence with pay at the rate of thirty days for each calendar year of service in said corps; and when serving as chief nurses their pay may be increased by authority of the Secretary of War, such increase not to exceed thirty dollars per month; and the superintendent shall be entitled to the same allowances when on duty as the members of the Nurse Corps.

THE SUPERINTENDENT.

The superintendent, under the direction of the Surgeon General, has general supervision of the corps. She will, by authorized inspections from time to time and by reference to the prescribed reports and returns, keep herself constantly informed of the numbers, distribution, and competency of the individual members of the corps, and of its state and condition as a whole. She will communicate with nurses' training schools, nurses' associations, and similar professional bodies with a view to ascertaining where acceptable nurses for army service may be available; will conduct the necessary correspondence concerning the qualifications of applicants for appointment in the corps; will make the professional examination of those who shall meet the required preliminary conditions; and when vacancies occur will recommend the appointment to the same of eligible applicants. She will prepare the questions for the examination of nurses for promotion to the grade of chief nurse, will rate the answers received thereto, and will recommend the promotion of those found qualified as their services shall be needed. She will make timely recommendations regarding the assignment, transfer, discipline, and dis-

charge of nurses, and the reduction and discharge of chief nurses. She will endeavor by all suitable means within her power to maintain the usefulness of the corps as a part of the Medical Department of the Army, will propose to the Surgeon General as occasion requires appropriate measures for the promotion of its morale and efficiency, and will perform such other supervisory duties as the Surgeon General shall prescribe.

CHIEF NURSES.

Chief nurses are not appointed as such, but are selected by promotion from the grade of nurse.

When two or more nurses are serving at a hospital or with an establishment or organization of the Medical Department one will be assigned to duty as chief nurse.

Permanent assignments to duty as chief nurse are made only by the Surgeon General, upon the recommendation of the superintendent. A nurse will not be permanently assigned to duty as chief nurse unless she shall have passed a satisfactory examination.

APPOINTMENT OF NURSES.

Applications for appointment in the Nurse Corps should be made to the superintendent, who will furnish blanks therefor (Form 168) and other blanks needed in connection therewith.

Applications from States and Territories where registration is required by law will be considered in the cases only of graduates of training schools which are acceptable to the State or Territorial boards of registration. In making appointments from among eligible applicants residing in such States and Territories preference will be given to those who are registered.

Physical qualifications.—The applicant's physical fitness for service will be ascertained by a careful physical exami-

nation. The examination will be made when practicable by a medical officer of the Army at his proper station. When, however, this would require the applicant to make an unreasonably long journey the Surgeon General may authorize her examination by a private physician of good repute in the vicinity of her residence. The medical examiner will send his report (Form 170) direct to the superintendent, and not give it to the applicant. Its contents will be regarded as confidential.

Moral, professional, and mental qualifications.—An applicant shall not be eligible for appointment in the Nurse Corps unless she shall have graduated from a training school for nurses giving a thorough professional education, both theoretical and practical, and requiring a residence of at least two years in an acceptable general hospital of 100 beds or more; except that graduates of training schools connected with hospitals not meeting the above requirements may, upon submitting proof of at least six months' subsequent experience in a large general hospital, be put on the eligible list if found otherwise qualified. To ascertain the applicant's qualifications the superintendent of the Nurse Corps will request a certificate on Form 171 from the superintendent of the school from which the applicant graduated, showing (1) the date of the applicant's graduation; and (2) her moral character and professional qualifications during her period of training, at the date of her graduation, and (so far as known) at the time of the application. If the applicant was trained under a former superintendent, the latter may also be asked for a certificate. These certificates will be regarded as confidential. Applicants must submit such other evidence of fitness as may be required.

The professional and mental examination of applicants will be in writing and will be conducted by the superintendent. It will ordinarily take the form of requiring from

the candidates short essays or papers on practical professional subjects selected by the superintendent. The subjects selected will be furnished to each applicant with her application blanks, and she will submit her essay with her formal application. The essay must be in the handwriting of the applicant. Typewritten papers will not be accepted.

Applicants who fulfill the prescribed conditions as to their physical, moral, professional, and mental qualifications will be placed on the eligible list for appointment as their services may be required.

No applicant will be appointed in the Nurse Corps unless she shall agree to serve for three years. The following form of letter of appointment will be used:

ARMY NURSE CORPS, WAR DEPARTMENT,
OFFICE OF THE SURGEON GENERAL,
Washington, ———, *19* .

With the approval of the Secretary of War, ———, of ———, is hereby appointed in the Army Nurse Corps for three years, unless sooner discharged, to date from ——— 19 , and will enter upon her duties after taking the oath prescribed by section 1757 of the Revised Statutes of the United States.

———— ————,
Surgeon General, United States Army.

Army nurses will be assigned to duty at military hospitals or with establishments or organizations of the Medical Department in the United States or abroad, and on transports, according to the needs of the service.

Usually the nurse's first assignment will be to a station in the United States, to afford her an opportunity to become acquainted with military usages.

The usual tour of duty without the limits of the United States will be two years.

Nurses traveling under orders are entitled at public expense to their own transportation and to traveling allowances and transportation of baggage as provided in Army Regulations.

Travel to and from points beyond the limits of the United States and between island possessions will be by army transport in all cases where practicable.

Army nurses assigned to duty at military hospitals, or with establishments or organizations of the Medical Department at home or abroad, will be provided with quarters and subsistence.

A nurse is entitled to medical treatment while on duty. This will ordinarily be furnished at the hospital to which she is attached, but in proper cases the Surgeon General, or the chief surgeon within his department, may order a nurse's transfer to and treatment in some other army hospital. When the treatment required by a nurse on duty can not otherwise be had, the necessary civilian service may be employed as authorized by Army Regulations. Bills contracted by a nurse for medical care while on leave or absent without leave can not be allowed.

A nurse will not be discharged for disability contracted in line of duty until after reasonable time has been allowed for treatment.

The duties of army nurses shall be such as are usually performed by trained nurses in civil hospitals of like general character. So far as practicable, their hours of duty shall not exceed eight a day. They will not be required, except under the stress of emergency, to serve more than one month in three on night duty.

Day nurses will be at all times responsible for the proper service of the ward to the head nurse of the ward.

Night nurses will be responsible during the night to the supervising night nurse, if there is one. If there is no supervising night nurse, they will be directly responsible to their respective head nurses for the night service of the wards. In either event the night nurses on being relieved by the day nurses will make written reports of their work to their respective head nurses.

UNIFORM.

The uniform of the Army Nurse Corps will consist of a waist, a belt, and a skirt of suitable white material, a bishop collar, and a white cap, made according to specifications prescribed by the Surgeon General.

No changes in the uniform of the Nurse Corps will be made without the authority of the Surgeon General.

The nurse may procure her uniforms after she reaches her post of duty, where detailed instructions on the subject will be supplied her.

The uniform will invariably be worn during the hours of duty. Nurses not in uniform will not be allowed in the wards.

Nurses' uniforms soiled while on public duty will be washed as a part of the hospital laundry.

The badge of the corps will be a caduceus of gold or gilt, superimposed in the center by a monogram of the letters "A. N. C." in white enamel. It will be worn on the left side of the collar.

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